

**Bibliographic Control of Web Resources:  
A Library of Congress Action Plan**

**Charge for Continuing Education Implementation Group (Action Item 5.3)  
September 2003**

**1. Leadership**

**Lead Person:** Marty Kurth (Cornell University)

**Membership:**

- Steve Shadle, University of Washington
- Karen LeTarte, North Carolina State University (CEIG member and liaison to ALCTS Education Cte.)
- Lauren Pinsley, OCLC Services Manager, NYLINK
- Greta de Groat, Stanford University (CEIG member and liaison to PCC Standing Cte. on Training)
- Cinder Johanson (Library of Congress), liaison to LC Catalog Management Team

**Principal Investigator:** None

**2. Points of convergence with other action items in the plan**

This charge covers action item 5.3, which focuses on continuing education, and on enabling library professionals to make useful contributions to metadata efforts of all kinds, inside and outside libraries. It has close ties to action item 5.1, which focuses on preparing cataloging and metadata educators and trainers. Therefore the Continuing Education Implementation Group should coordinate closely with the Metacat Task Force, which is co-chaired by Diane Baden (NELINET) and C. Olivia Frost (University of Michigan).

The work of the Continuing Education Implementation Group (CEIG) is to follow up the work of the Continuing Education Task Force, which was chaired by Carol Hixson. This task force's final report is available at <http://darkwing.uoregon.edu/~chixson/cetf/TotalRev2.doc>

**3. Establish secretariat**

None needed.

**4. Identify sources of funding**

Financial and other types of contributions (e.g., "in kind" support for hosting or workshop logistics, promotion, etc.) are anticipated from the Library of Congress and

ALCTS. The possibility of a grant from IMLS to support a portion of the expenses is being explored.

## **5. Identify consultants.**

None requested.

## **6. Draw up budget and submit requests for funding**

The prior task force prepared a budget, which is part of the final report. Funding in the amount of \$14,000 to \$15,000 is being sought.

## **7. Articulation of the action item**

The LC Action Plan has six goals: to provide appropriate training and education to improve bibliographic control of Web resources; to increase the number of standard records available for Web resources; to enhance access to and display of these records across systems; to collaborate with metadata standards groups; to develop automated metadata tools; and to support research and development on metadata and interoperability. The attainment of the subsequent five goals rests upon a successful outcome of the first—that is, proper training and education for the bibliographic control of Web resources.

In recent years, the need for continuing education for technical services professionals has increased dramatically, in part because fewer organizations provide educational opportunities for technical services skills, and in part due to rapid and continual shifts in the environment in which technical services operate. In response, ALCTS has articulated a more encompassing educational program. For this reason it is appropriate and timely that ALCTS take a lead role to accomplish LC Action Plan item 5.3, which reads as follows:

- 5.3 Address continuing education needs for library technical services practitioners by (1) identifying and enhancing core competencies (e.g., analytical skills, collaborative and interpersonal skills) among library catalogers; (2) devising and conducting training to enhance practitioners' mind set and values, problem-solving, operations, management and information technology skills; and (3) promoting the understanding, use and refinement of metadata standards (such as Dublin Core) for describing and managing electronic and digital resources, with the goal of enabling greater participation in the development and refinement of metadata standards used both within and outside libraries.**

The reports of the LC conference's Topical Discussion Groups 2 and 8 contain additional details about the intended scope of Action Item 5.1 (see [http://lcweb.loc.gov/catdir/bibcontrol/TDG\\_2.pdf](http://lcweb.loc.gov/catdir/bibcontrol/TDG_2.pdf) and [http://lcweb.loc.gov/catdir/bibcontrol/TDG\\_8.pdf](http://lcweb.loc.gov/catdir/bibcontrol/TDG_8.pdf), in particular recommendation 8.1b)

## 8. Define task components of the action item

8a. The Continuing Education Implementation Group (CEIG) is charged to implement the educational program laid out in the final report of the prior task force. This will entail direction and oversight of the preparation, delivery, evaluation, modification, and ongoing support for the courses and Web-based Learning Center described in that report.

8b. The Continuing Education Task Force is charged to follow the review and revision cycle outlined below. Regular progress reports should be filed and and approvals should be sought from the ALCTS Task Force on the LC Action Plan, ALCTS Executive Board and LC Cataloging Directorate, as appropriate.

## 9. Due dates for completion of the task components and the deadline for completion of the action item, including periodic reports to the ALCTS Task Force on the LC Action Plan.

Activity	Who	Finish
Convene implementation group	TF on LC Action Plan	October 2003
Contact MetaCat TF	CEIG	October 2003
Obtain and study final report of CETF	CEIG	November 2003
Obtain seed money	TF on LC Action Plan	October-November 2003
Appoint developers of course 1	CEIG, with approvals from TF on LC Action Plan*	Before ALA Midwinter '04
Joint meeting with MetaCat TF to discuss Web clearinghouse etc.	CEIG, MetaCat TF	Before ALA Midwinter '04
Appoint developers of course 2	CEIG, with approvals from TF on LC Action Plan*	May 2004
First interim report	CEIG, to LC Cataloging Directorate and ALCTS TF on LC Action Plan	June 2004 (Orlando ALA)
Subgroups begin to work	CEIG subgroups	July 2004
Decision to collaborate on MetaCat Web Clearinghouse or go it alone	CEIG, with approvals from TF on LC Action Plan*	August 2004
Offer first course	Developers, CEIG et al.	Chicago, Sept. 2004
Appoint developers of course 3	CEIG, with approvals from TF on LC Action Plan*	Sept. 2004
Second interim report	CEIG, to LC Cataloging Directorate and ALCTS TF on LC Action Plan*	December 2004
Second course offered	Developers, CEIG et al.	ALA Midwinter 2005
Establish assessment program for courses	CEIG	February 2005

<b>Activity</b>	<b>Who</b>	<b>Finish</b>
Appoint developers for remaining courses	CEIG, with approvals from TF on LC Action Plan*	February 2005
Inaugurate Web-based Learning Center	CEIG, with approvals from TF on LC Action Plan*	March 2005
Third course offered	Developers, CEIG et al.	ALA Annual 2005
Third interim report	CEIG, to LC Cataloging Directorate and ALCTS TF on LC Action Plan	July 2005
Fourth and fifth courses offered	Developers, CEIG et al.	ALA Midwinter 2006
Modify courses in response to assessment	CEIG, with approvals from TF on LC Action Plan	Spring 2006
All courses made available (with support structure for continuation and maintenance)	CEIG, with approvals/support from LC Cataloging Directorate and ALCTS	Summer 2006
Final report	CEIG, to LC Cataloging Directorate and ALCTS TF on LC Action Plan	Fall 2006
Disband CEIG	ALCTS TF on LC Action Plan	Fall 2006

\*It will be the responsibility of the TF on the LC Action Plan to coordinate reviews and approvals with the Library of Congress Cataloging Directorate, the ALCTS Education Committee, and the ALCTS Executive Committee.

## **10. Communications plan**

The chair of the CEIG will set up and maintain a listserv with an archive for use by the CEIG.

The CEIG is further charged to keep the library community informed of its activities through submission of updates to appropriate newsletters and through reporting at ALA meetings.

The CEIG should submit quarterly electronic status reports to the LC Director for Cataloging due April 1, July 1, October 1, and January 1. These are in addition to the more formal interim reports mentioned above.